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**MISSOURI DEPARTMENT OF CORRECTIONS  
INSTITUTIONAL SERVICES  
PROCEDURE MANUAL**

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IS13-1.1 Offender Mail Procedures

June 15, 2022

Effective Date:

*Signature on File*

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Jeff Norman, Director  
Division of Adult Institutions

*Signature on File*

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Travis Terry, Director  
Division of Offender Rehabilitative Services

**I. PURPOSE:** To ensure that offender mail is handled in an efficient and equitable manner. Offender mail, while important in allowing and encouraging offenders to maintain family and community relationships, must be controlled to ensure the safety and security of the institutions and the public.

A. **AUTHORITY:** Sections and 217.040 and 217.175 RSMo

B. **APPLICABILITY:** Department staff members at any facility or institution under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services. The chief administrative officer or designee of any facility housing offenders under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services shall develop standard operating procedures based on the guidelines established herein.

C. **SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff member's actions.

**II. DEFINITIONS:**

A. **Censorship:** The withholding of otherwise permissible items of mail, written or recorded material or pictures. Except for publications, censorship decisions shall be made at the level of functional unit manager (FUM), or above. Mailroom staff members shall not make censorship decisions.

B. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite and in accordance with the CAO reference document available in the department's computer system. Exception: Staff members at the worksite who do not report to the worksite CAO shall be accountable to the deputy or assistant division directors or central office section heads who are in their chain of command.

C. **Correspondence:** Written communication between an offender and another person to include postal mail and electronic mail.

D. **Hazardous Material (HAZMAT):** A substance, or material, sometimes referred to as a hazardous substance, which has been determined to be capable of posing an unreasonable risk to health, safety and property. This includes biological agents, biohazard, radioactive materials, and chemical spills.

E. **Immediate Family:** For the purpose of this procedure, immediate family is defined as the offender's:

1. spouse;
2. parents or step parents, mother-in-law, father-in-law, and their spouses;
3. siblings or step siblings and their spouses;
4. grandparents or step grandparents and their spouses;
5. great-grandparents or step great-grandparents and their spouses;

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6. legal guardian, primary support person and his spouse;
  7. children or stepchildren and their spouses;
  8. grandchildren or step grandchildren and their spouses; and
  9. great-grandchildren or step great-grandchildren and their spouses.
- F. **Mail:** Any item that is being sent from or delivered to an offender, including correspondence, publications, pictures, and recorded materials.
- G. **Personal Protective Equipment (PPE):** For the purpose of this procedure, consists of goggles, mask, gloves, and an impervious gown.
- H. **Picture:** A visual representation of a person(s), object or scene, including but not limited to photographs, drawings, computer generated images, or images that appear to be from the internet.
- I. **Postcard:** A United States Postal Service (USPS) prepaid rectangular mailer, not folded and sent without an envelope. The dimensions of such postcards are at least 3 ½” high and 5” long but no more than 4 ¼” high, 6” long, or 0.016” thick.
- J. **Privileged Mail:** Mail being sent to, or received from, consulates, judges, attorneys, courts, elected and appointed state and federal officials, sheriffs, CAO’s, deputy wardens or assistant wardens, and central office section heads.
- K. **Probable Cause:** For the purpose of this procedure, when there is physical evidence or trustworthy information which would support a determination that inappropriate written materials or other inappropriate materials are concealed.
- L. **Reasonable Suspicion:** For the purpose of this procedure, when the observations, experience, training, and education of staff members cause a determination to be made if inappropriate materials may be concealed.
- M. **Recorded Materials:** Including, but not limited to, videograms, compact discs, audio tapes, and cassette tapes.
- N. **Reentry Partner:** A classification of approved individuals and representatives from any state agency or community resource that has entered into a contract or a memorandum of understanding with the department to provide supportive services to offenders.
- O. **Special Mail:** Mail from reentry partners, religious organizations, community resource organizations/agencies, or governmental agencies which provide services to the offender and the mail is directly related to the agency or reentry services being offered.
- P. **Staff Member:** Any person who is employed by the department (permanent, temporary, part-time, hourly, per diem) and is paid by the State of Missouri’s payroll system; contracted to perform services on a recurring basis within a department facility (i.e., medical services, mental health services, education services, vocational services, substance use treatment services, etc.) pursuant to a contractual agreement and has been issued a permanent department identification card; a volunteer in corrections; a student intern; or issued a department identification card or special access in accordance with the department procedure regarding staff member identification.
- Q. **Standard Operating Procedure (SOP):** Worksite requirements that describe specific tasks, actions, or activities relative to the organization’s procedures.
- R. **Unsanitary Mail:** Mail containing body fluid, hair, powdery substance, or other foreign substance, which may appear to create a health or sanitation hazard. Such items include, but are not limited to, lipstick, perfume, wet substances, or items with the appearance of having been wet.

### III. PROCEDURES:

#### A. GENERAL INFORMATION

1. There shall be no restrictions regarding the number of persons to whom an offender may send mail, or from whom an offender may receive mail except as outlined in this procedure.
2. The chief administrative officer (CAO) may suspend a sender's media services account due to repeated violations of institutional procedures regarding offender mail and censorship.
  - a. Prior to suspending the sender, the CAO shall send the final censorship suspension warning letter to the sender.
3. If the sender continues to violate the mail and censorship procedures, the CAO shall send a written suspension letter to the sender citing the specific reason for the suspension with copies to the offender, offender's classification file, mailroom supervisor, and the deputy division director.
  - a. The notification shall advise the sender that he<sup>1</sup> may appeal the suspension to the deputy division director within 30 calendar days and should include any statement or documents the sender believes to be relevant.
4. The CAO or designee shall document the suspension in the department computer system and the media services system.
5. The deputy division director shall respond in writing within 30 calendar days of receipt of the appeal. A copy shall be forwarded to the CAO and the mailroom supervisor.
6. Offenders shall not be allowed to refuse incoming mail.
7. Mailroom staff members shall receive ongoing training regarding mailroom safety and security.
8. Personal protective equipment (PPE) shall be made available to staff members assigned to the mailroom.
  - a. While handling mail, all staff members shall wear gloves.
  - b. While opening mail, all staff members shall wear gloves and a mask.

#### B. OFFENDER MAIL GUIDELINES

1. All offender mail shall be processed through the institutional mailroom, unless otherwise authorized in accordance with this procedure.
2. No person, staff member, volunteer, or visitor is permitted to bring in or take out mail or other article for an offender except as provided in accordance with the institutional services procedures regarding offender visitation.
3. All incoming and outgoing mail shall contain a legible and complete return address.

<sup>1</sup> All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

4. Mail may contain correspondence from more than one individual, but all shall be for the offender receiving the mail.
5. All incoming and outgoing handwritten correspondence shall be written in blue or black ink. Felt tip pens, glitter pens, markers, paint, or any ink that bleeds through the paper is prohibited.
6. Mail sent to or from a victim of any criminal offense for which the offender is serving a sentence is prohibited, unless approved by the victims services coordinator
7. Mail sent to or from a person whom the offender is prohibited from writing by a court order is prohibited.
8. Mail sent to or from a person who has requested in writing the offender not correspond with them is prohibited.
  - a. This includes minors under the age of 18 when the parent or guardian has requested in writing the offender not correspond with the minor.
9. Mail by audio or video tapes shall not be permitted except in the following circumstances:
  - a. CDs and DVDs shall be permitted for legal purposes in accordance with this procedure regarding incoming offender mail and institutional services procedures regarding offender property and control procedures;
  - b. audio tapes as approved by the CAO, such as for visually impaired offenders in accordance with the department procedure regarding blind and visually impaired offenders procedure;
  - c. study programs as provided in institutional services procedures regarding offender property and control procedures; or
  - d. participation in special programs such as, but not limited to: Missouri sex offender program (MOSOP), educational courses or substance abuse treatment developed by the department or as provided in institutional services regarding media services.
10. Mail containing flash drives and other electronic devices shall not be permitted.
11. All incoming and outgoing mail, except privileged mail, shall be regularly examined and reviewed by staff members for evidence of illegal activities, for censorship, or violation of institutional, divisional, or departmental procedures.
  - a. When there appears to be a violation of state or federal law, the CAO or designee and institutional investigator shall be contacted in accordance with department procedures regarding institutional investigations.
    - (1) The CAO or designee shall determine if law enforcement is deemed necessary.
    - (2) The mail shall be handled as evidence in accordance with institutional services procedures regarding offender property and control and department procedures regarding evidence collection, accountability, and disposal.
  - b. When there appears to be a violation of institutional, divisional, or departmental procedures, the deputy warden shall be contacted.
  - c. The offender may be issued a violation in accordance with institutional services procedures regarding the offender accountability program.

**C. OFFENDER TO OFFENDER CORRESPONDENCE**

1. Offenders shall not send or receive correspondence to or from any individual confined in a federal, state, county, municipal, or tribal facility with the exception of the following:
  - a. Immediate family members with the approval of the receiving and sending CAO or designee.
    - (1) Immediate family members shall not be allowed to send or receive correspondence when housed at the same institution.
  - b. If both offenders are part of a verified joint qualified legal claim, they may send legal work with the approval of the receiving and sending CAO or designee.
    - (1) Offenders are not permitted to enclose envelopes, stamps, pictures or other personal property items.
  - c. The CAO or designee shall notify mailroom staff members when offenders are approved to correspond with each other.

**D. NON-ENGLISH MAIL**

1. A reasonable effort shall be made to translate non-English incoming and outgoing mail.
  - a. Offenders shall not be utilized to interpret mail.
  - b. Staff members may be utilized to interpret mail.
  - c. Translation software or translation websites may be utilized.
2. The mailroom supervisor shall forward the mail to the deputy warden who shall determine within 10 working days whether an interpretation process is available to translate the mail.
  - a. The offender shall be notified through his media account or institutional mail when mail has been received and is being processed for translation.
  - b. If an interpretation process is available, the mail shall be translated within 10 working days. If approved, the mail shall be forwarded to the offender.
  - c. If it needs to be reviewed for censorship, it shall be processed in accordance with institutional services procedures regarding censorship procedures.

**E. OUTGOING MAIL**

1. All offender mail being sent out of the institution shall be delivered to the institutional mailroom or designated pickup point unsealed with the exception that privileged mail may be sealed.
2. Offenders are responsible for mail and all contents.
3. The offender shall be responsible for ensuring all mail is completed correctly:
  - a. Postage shall be placed in the upper right corner on the front of the envelope or postcard.
    - (1) Mail having insufficient postage shall be returned to the offender with the amount of necessary postage noted.

- (A) Exception: For insufficient postage of mailings to the U.S. District Courts of Missouri, staff members shall follow the institutional procedure in regards to access to attorneys and courts.
- (2) Offenders who are sending mail to departmental staff members in their official capacities may utilize the inter-departmental mail system, which does not require postage.
- b. The return address shall be legible and located in the upper left corner on the front of the envelope or postcard and shall include:
  - (1) the offender's complete commitment name or legal name;
  - (2) offender identification number;
  - (3) housing unit;
  - (4) institution name; and
  - (5) complete institutional mailing address.
- c. If the appropriate return information is not on the envelope or postcard and the offender can be identified, the mail may be returned to the offender for correction.
  - (1) If there is insufficient information to identify the offender then mail, other than privileged mail, shall be disposed of in accordance with standard operating procedures (SOP).
  - (2) For privileged mail, the mail item shall be given to the assistant warden or above to open the mail item in order to determine the offender.
- d. The recipient's name and complete address shall be legible and located on the same side of the envelope or postcard as the return address.
- e. The front of the envelope/postcard shall only contain the postage, sender's name and address and recipient's name and address.
  - (1) Mail with other writing or drawings on the front side of envelopes and postcards shall be returned to the offender.
  - (2) Mail with writing or drawings on the back side of any envelope shall be returned to the offender.
- 4. All outgoing mail shall be marked with the following notation: This mail is from an offender in the custody of the MO department of corrections.
- 5. Outgoing privileged mail may be read or inspected if the CAO determines probable cause exists.
  - a. The CAO shall provide a written directive to the designated staff member to read or inspect the privileged mail in the presence of the offender.
  - b. The written directive from the CAO shall be placed in the offender's classification file in accordance with institutional services procedure regarding classification files.
- 6. Mailroom staff members shall stamp outgoing privileged mail or mail being sent to department staff member with the institution's name in red ink.

- a. The stamp shall be located immediately below or to the right of the return address and shall not interfere with the mailing address or postage.
7. Examination and forwarding of outgoing mail should be completed within 3 working days of receipt by the institutional mailroom except as outlined in this procedure.
8. Homemade envelopes or postcards are prohibited.
9. Unsanitary mail may cause the letter and contents to be confiscated.
  - a. Mailroom staff members shall contact the control center when mail appears to include hazardous material.
    - (1) Control center staff members shall follow guidelines in accordance with the institutional services procedures regarding hazardous materials.
10. Offenders may send pictures through outgoing mail with the following guidelines:
  - a. The offender's appearance shall meet the guidelines in accordance with the institutional services procedures regarding offender personal appearance and grooming.
  - b. Offenders shall not be allowed to mail a picture to another offender regardless of the relationship.
  - c. No additional items shall be allowed inside the envelope.
  - d. Offender pictures generated from the institution may not contain any writing other than offenders' names and ID numbers of those in the pictures.
11. Offenders shall be allowed to mail commercial greeting cards purchased through the canteen, homemade cards, or greeting cards received through the institutional chaplain.
  - a. No additional items shall be allowed inside the envelope.
  - b. A message on the inside of the card shall be allowed.
  - c. Only one greeting card shall be allowed per envelope.
12. Mailroom staff members shall notify the offender of the refusal to mail any outgoing mail, along with the reason for the refusal and any instructions for the disposition of the mail.
  - a. The offender shall be notified through their media services account or the rejection of mail form. The rejection of mail form shall be kept on file in accordance with departmental procedures regarding records retention.
    - (1) Notification may be withheld beyond normal time frames when there appears to be a violation of departmental policy, state/federal law, or it could impede an investigation.
    - (2) Upon completion of an investigation, the offender shall receive appropriate notification in accordance with SOP.
13. USPS priority mailing envelopes or boxes shall be made available upon request for privileged mail and special mail and shall be maintained in accordance with SOP.

**F. INCOMING MAIL**

1. All approved and correctly addressed mail shall be delivered within 3 working days of receipt by the institutional mailroom except as outlined in this procedure.
  - a. Institutional mailroom staff members may write address information, for example: location or housing, on the envelope or postcard.
2. All privileged mail, special mail, publications, and approved offender to offender mail shall be delivered to the institutional mailroom.
  - a. Approved offender to offender mail shall be photocopied by mailroom staff members and the copied document provided to the receiving offender. The original shall be destroyed.
  - b. Documents requiring the offender's signature may be sent to the institutional mailroom if pre-approved by the offender's case manager.
    - (1) The case manager shall notify the mailroom.
    - (2) Upon receipt of the pre-approved document, mailroom staff members shall forward the document to the offender's case manager to obtain the signature.
3. All other mail shall be sent to the contracted provider to be scanned and electronically sent to the offender's tablet via their media services account within 24 business hours of receipt.
  - a. Mail shall be addressed as follows:

Inmate Name and DOC ID#  
C/O Digital Mail Center-Missouri DOC  
PO Box 25678  
Tampa FL 33622-5678
  - b. Mail shall not exceed 10 items per envelope.
  - c. Any certified mail, privileged mail, or mail marked legal on the envelope shall neither be scanned nor read, and shall be returned to the sender unopened by the contracted provider.
  - d. Mail which has been scanned shall be held by the contracted provider for 45 calendar days and then shall be disposed.
  - e. If the sender wishes to have the original mail returned to them after scanning, the sender must include a self-addressed, stamped envelope with the original mail. The contracted provider shall return the mail item to them.
4. Offenders who do not possess a media player due to an accommodation or placement in segregation shall receive one printed copy of their electronic correspondence and pictures via the institution.
5. The offender's complete commitment name or legal name and offender identification number shall be on the front of the envelope.
  - a. When the offender recipient cannot be determined due to incorrect or insufficient mailing information, the mail shall be returned to the sender.
    - (1) If there is insufficient information to identify the sender it shall be disposed of in accordance with the SOP.



6. Offenders shall not be allowed to retain mailed envelopes postmarked after June 15, 2022.
  - a. Envelopes containing privileged mail shall be opened in the presence of the offender in a designated area as outlined in SOP and in accordance with this procedure.
  - b. Envelopes containing special mail shall be opened by the mailroom and forwarded to the assigned corrections case manager (CCM) who shall distribute the contents to the offender.
  - c. The offender shall be given the opportunity to copy any written inscription from the envelope, prior to it being destroyed by the staff member.
  - d. SOPs shall outline a process to safely and securely dispose of envelopes in a manner that ensures offenders do not have access.
7. Enclosed envelopes are not permitted unless they are preprinted self-addressed envelopes from a business defined as special mail, the offender's attorney in accordance with institutional services procedures regarding access to attorneys and courts, or approved educational or religious correspondence courses.
8. Mailroom staff members shall contact the control center when mail appears to include hazardous materials.
  - a. Control center staff members shall follow guidelines in accordance with the institutional services procedure regarding hazardous materials.
9. The following mail items are unauthorized and are not permitted:
  - a. Unsanitary mail;
  - b. Mail with labels, stickers or stamps, with the exception of required postage;
  - c. Mail containing messages for other offenders;
  - d. A photo of an offender to include self;
  - e. Pictures that have been altered or appear to be altered;
  - f. Two-ply pictures.
  - g. A picture containing a mixture of pictures: i.e. collages.
  - h. Screen shots containing text conversations, social media posts, and written correspondence.
10. Offenders are prohibited from receiving catalogs and calendars through the institutional mail.
  - a. Approved catalogs may be provided in the library.
  - b. Calendars shall be purchased through the institutional canteen.
11. Greeting cards are not allowed after June 15, 2022 with the exception of cards sent through media services.
12. The offender shall be notified through their media services account or the rejection of mail form of unauthorized mail. The rejection of mail form shall be kept on file in accordance with departmental procedures regarding records retention.

- a. If any part of the mail is unauthorized in accordance with this procedure, the entire mailing shall be rejected.
  - b. Unauthorized items contained in publications shall be removed and discarded as long as the publication is not being reviewed for censorship in accordance with institutional services procedure on censorship.
    - (1) If the publication is not censored, it shall be given to the offender once the unauthorized items are removed.
      - (A) Posters affixed to the publication are allowed as long as they remain inside the magazine. There is not a size restriction since the poster shall remain inside the magazine.
    - (2) Fold-over perfume or cologne samples are not considered unauthorized items because they do not pose a threat to the safety or security of the institution and are not available for sale in the offender canteen.
13. For security reasons, all incoming privileged mail shall be opened and inspected in the presence of the offender in accordance with SOP.
- a. Prior to opening and inspecting privileged mail, a designated staff member shall contact the sending agency listed on the return address to confirm the mail was sent from that agency.
    - (1) If the sending agency confirms sending the mail it shall continue to process in accordance with the process for privileged mail in this procedure.
    - (2) If the sending agency does not confirm sending the mail, the following steps shall be taken:
      - (A) The call to the sending agency's office shall be documented on the privileged mail verification log.
      - (B) A rejection of mail form shall be completed and sent to the offender.
      - (C) The mail shall be considered an attempted introduction of contraband and shall be sent to the institutional investigator along with a copy of the rejection of mail form.
      - (D) Using appropriate PPE, the institutional investigator shall open the suspect mail and search the contents.
      - (E) If the mail is found to contain information or content which may be dangerous or a threat to institutional security the institutional investigator shall initiate an investigation.
      - (F) If the contents do not warrant investigation, the institutional investigator shall log and process the mail for disposal in accordance with departmental procedure regarding evidence collection, accountability and disposal.
      - (G) If appropriate, a conduct violation may be issued in accordance with departmental policy regarding offender accountability.
  - b. If during the inspection there is reasonable suspicion to believe privileged mail should be read, the staff member shall place the contents back in the envelope, secure the envelope and forward the mail to the CAO with a justification for the request.

- (1) The CAO shall make a determination within 5 working days. If reasonable suspicion or probable cause exists, the contents shall be forwarded to the investigation unit for further investigation.
  - (2) If no reasonable suspicion or probable cause exists, the contents shall be forwarded to the offender.
  - (3) The findings from the CAO shall be documented and placed in the offender's classification file.
- c. Privileged mail may be photocopied in front of the offender and the original correspondence destroyed when there is reasonable suspicion that the offender is using the mail system to introduce contraband in correspondence.

**G. MAILING PACKAGES**

1. The CAO may permit mailing of packages in accordance with institutional services procedures regarding offender property and control procedures.

**H. UNAUTHORIZED AGREEMENTS, ACTIVITIES AND SOLICITATIONS**

1. An offender shall not enter into credit agreements or any activity for which he would receive any form of compensation, installment purchase arrangements, contracts, form a corporation, perform corporate work, form non-for-profit organization, represent business firms, or conduct any type of business operations by mail.
2. The only exception is when an offender is 120 days prior to release.
  - a. These offenders shall be permitted to receive and process paperwork for benefits, housing, employment, training, education, etc., as approved by the offender's case management team and institutional parole officer (IPO).
  - b. Approved materials shall be sent directly from the agency and not mailed in by family or friends.
3. Mail involving purchases on credit, billing after delivery, or payment on delivery arrangements shall be prohibited.
4. Incoming payment-on-delivery mail shall be prohibited.
5. Offenders shall not use mail to solicit or otherwise commercially advertise for money, goods, or services.
  - a. Offenders who post ads or have ads posted with the assistance of another person shall be subject to a conduct violation in accordance with institutional services procedures regarding the offender accountability program.

**I. OFFENDER PERSONAL LETTERS AND PUBLICATIONS**

1. Offenders may be permitted to retain mail in an amount that is compliant with SOP.
  - a. If the amount of mail creates a fire hazard or interferes with institutional operations, institutional services procedures regarding offender property and control procedures shall be followed.
2. Publications in an offender's possession shall not be displayed in a manner which may be offensive to offenders or staff members.

3. Offender mail shall be forwarded as follows:
  - a. The offender is responsible for notifying publishers or correspondents of a change of address.
  - b. First class mail and publications shall be forwarded for a period of 30 days when the offender transfers to another institution or has been released, if a forwarding address was provided in accordance with SOP.
  - c. Bulk rate mail shall not be forwarded.

**J. REQUESTS FOR TERMINATION OF OFFENDER MAIL**

1. Persons who do not wish to receive mail from an offender shall make the request in writing to the CAO or designee.
  - a. This shall include the parent or legal guardian of any minor who is under 18 years of age.
2. The offender shall be informed verbally by case management staff members and in writing by CAO or designee, the mail is to cease.
  - a. Such mail shall not resume unless requested in writing by the person wishing to resume mail and approved by the CAO/designee.
  - b. Written documentation shall be placed in the offender's classification file and a notation made in the chronological record any time a restriction is imposed or withdrawn in accordance with institutional services procedure regarding classification files.
  - c. Mailroom staff members shall receive copies of all approved restrictions or withdrawals.

**IV. REFERENCES:**

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| A. | Privileged Mail Verification Log Sample Reference Document |
| B. | 931-3798 Rejection of Mail                                 |
| C. | 931-4928 Censorship Suspension Warning Letter              |
| D. | D1-8.4 Institutional Investigators                         |
| E. | D1-8.8 Evidence Collection, Accountability and Disposal    |
| F. | D1-11.3 Record Retention                                   |
| G. | D5-5.3 Blind and Visually Impaired Offenders               |
| H. | IS6-1.3 Offender Personal Appearance and Grooming          |
| I. | IS7-1.4 Classification Files                               |
| J. | IS8-1.1 Access to Attorneys and Courts                     |
| K. | IS13-1.2 Censorship Procedures                             |
| L. | IS13-2.2 Media Services                                    |
| M. | IS13-3.1 Offender Visitation                               |
| N. | IS19-1.6 Offender Accountability Program                   |
| O. | IS22-1.1 Offender Property and Control Procedures          |
| P. | IS24-1.13 Hazardous Materials                              |

**V. HISTORY:** This procedure previously contained in Division Rule 118.010 Offender Mail and Telephone Calls. Originally effective November 1, 1980; revised June 15, 1984 and November 19, 1984.

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| A. | Original Effective Date: | February 17, 1989 |
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| C. | Revised Effective Date:  | June 1, 1992      |

- D. Revised Effective Date: October 15, 1992
- E. Revised Effective Date: April 1, 1995
- F. Revised Effective Date: June 17, 2002
- G. Revised Effective Date: May 11, 2003
- H. Revised Effective Date: February 7, 2005
- I. Revised Effective Date: June 20, 2005
- J. Revised Effective Date: December 30, 2005
- K. Revised Effective Date: January 30, 2006
- L. Revised Effective Date: May 1, 2006
- M. Revised Effective Date: December 17, 2009
- N. Revised Effective Date: May 22, 2010
- O. Revised Effective Date: March 9, 2012
- P. Revised Effective Date: September 23, 2013
- Q. Revised Effective Date: July 1, 2021
- R. Revised Effective Date: June 15, 2022